

TAB

**CONFIDENTIAL**

27 JAN 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel



SUBJECT: Procedure for Furnishing Copy of Interview  
Report to Security Office

1. There is attached a proposed Office of Personnel Memorandum establishing a procedure for obtaining a fourth copy of each initial Report of Interview to be forwarded to the Security Office with the request for security processing for the individual concerned. This will accomplish the purpose of the photostat procedure suggested in memorandum of the Chief, Personnel Procurement Division, dated 24 November 1953.

2. The procedure outlined in the OPM has the concurrence of the Executive Officer, Security Office, and of the Chiefs, PPD and Processing and Records Division, Office of Personnel.

  
Chief, Plans/ Research and  
Development Staff

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